

- 5.2 Confidentiality and security of information is a condition of employment. All those conducting business on the Corporation's behalf that collect, use, disclose or have access to restricted information as part of the performance of their duties are required to sign a Oath of Office and Security Agreement.
- 5.3 Service Providers must comply with the Corporation's Security, Records Management and IT policies. Information shall not be accessed until an agreement/contract has been signed between the Corporation and all Service Providers that require access to IT systems, assets or documentation.

6.0 Compliance

- 6.1 Users found to have willingly or knowingly breached this policy may be subject to disciplinary action, up to and including termination of employment.

References

International Standards Organization (ISO). *Information and Documentation – Records Management – Part 1: General* (ISO/15489-1). First Edition. Geneva, Switzerland: ISO, 2001. <http://www.iso.org>.



---. *Information and Documentation – Records Management – Part 2: Guidelines* (ISO/TR15489-2). Geneva, Switzerland: ISO, 2001. <http://www.iso.org>.

Canadian General Standards Board. *Electronic Records as Documentary Evidence*. CAN/CGSB-72.34. Ottawa: Canadian General Standards Board, 2005. <http://www.techstreet.com>.

Related Procedures

RMP-001 – Records Management Program Overview
RMP-002 – Capturing, Filing and Retrieving Records
RMP-003 – Transferring Records to the Records Centre
RMP-004 – Disposing of Records
RMP-005 – Security

Attachment 5:
Yukon Energy Corporation
Retention and Disposition Guidelines RMG-001

	Records Management Guideline RMG-001	DEPARTMENT:	INQUIRIES TO:	TOPIC:
		Records	Admin. & Records Management	Retention and Disposition
		ISSUED:	REVIEW DATE:	APPROVED BY:
		December 2009	November 2012	 Corporate Secretary

1.0 Purpose

- 1.1 A retention and disposition schedule is a timetable that sets out how long each phase in a records life cycle will last. The schedule will also identify the method of final disposition and value for each series of records in the classification system.

2.0 Record Values

- 2.1 Records are kept to reflect the value of an organization. Some of the determining factors which influence how long the corporation is retaining these records are:

Administrative and Operational Value - This refers to an organizations need to keep records in order to meet its business requirements.

Regulatory / Legal Value - Refers to the requirement to keep records in order to comply with laws and regulations or to protect the organization from risk.

Financial Value - Financial value refers to the need to keep records to be financially accountable.

Historical Value - Sometimes referred to as archival value. This refers to the need to keep records that document the history of the corporation or its assets.

3.0 Definition of Records

- 3.1 Yukon Energy Corporation has adopted the following definitions to identify and manage their records.

V = Vital - Records essential to the continued functions of the corporation during and after an emergency. Examples: Operational policies, signing authority, legal agreements, memorandum of understandings, organizational charts, contracts, essential electronic / computer systems, procedural manuals, board orders, capital asset lists, payroll & personnel records, disaster plan, contact lists, facility plans, final drawings, records registry.

R = Restricted - Records which require additional security in order to protect from possible injury to the corporation or its people if they were released to unauthorized sources. Access is based on the need to know theory.

H = Historical - Records that contain unique information, regardless of age, which provides for understanding of the business or assets of the corporation.

S/O = Supercede/Obsolete – Held until no longer required, expired or sold and all the company obligations cease.



RD = Review/Destroy – Files are reviewed by the unit authority and signed off before destruction.

FR = Full Retention - Files and documents are kept permanently in our possession or for 6 years beyond dissolve of the corporation. Full retention files are kept within the archival section of the records centre.

4.0 Retention Schedule

- 4.1 Retention periods are identified in years and are predetermined by factors associated to the value of the documentation or the record created. Yukon Energy Corporation retention periods are 7 years, 10 years, 15 years and full retention. This time schedule starts once the file is concluded and all aspects are finished. The Records Management Analyst is responsible for this function.

Attachment 6:
Yukon Energy Corporation
Security Procedure RMP-005

	Records Management Procedures RMP-005	DEPARTMENT:	INQUIRIES TO:	TOPIC:
		All	Admin. & Records Management	Security
		ISSUED:	REVIEW DATE:	APPROVED BY:
		December 2009	November 2012	 Corporate Secretary

1.0 Purpose

- 1.1 The purpose of this procedure is to establish standards for protection of information against unauthorized access, loss or destruction.
- 1.2 This procedure applies to:
 - All records created or received by employees, board members, contractors, and others providing services and acting on the Corporation's behalf in a variety of physical forms (paper, digital, audio-visual, and graphic) that are the property of the Corporation and subject to its overall control; and
 - All sites, facilities, equipment, services required to collect, manipulate, transport, transmit or keep corporate information.

2.0 Access Control

- 2.1 All corporate records, both on-site and off-site, are held and stored in an organized, safe and secure manner in accordance with security standards. Records are not to be left in areas accessible by unauthorized persons.
- 2.2 Security of records stored at individual workstations is the responsibility of the employee. Restricted records must be kept in a lockable file cabinet when not in use.
- 2.3 Access to records stored in central records room or in long term storage is limited to authorized records management personnel. Employees may obtain records by following procedure RMP-006 - Retrieving Records, form [Records Request](#)

3.0 Information Security

- 3.1 Confidentiality and security of information is a condition of employment. All those conducting business on the Corporation's behalf that collect, use, disclose or have access to information as part of the performance of their duties are required to sign a Oath of Office and Secrecy Agreement. Restricted information is not to be transmitted verbally if conversations can be overheard or intercepted.
- 3.2 Those conducting business on the Corporation's behalf only disclose the least amount of information necessary for the intended purpose, and only to those who need to know.
- 3.3 All violations and breaches of information security must be reported as soon as possible to Yukon Energy's Privacy Officer in order that corrective action can be taken to resolve the immediate problem and minimize the risk of future occurrence.

- 3.4 Restricted or sensitive information that is transmitted by mail or courier must be sealed, marked as confidential, and directed to the attention of the authorized recipient.
- 3.5 Requests for restricted, confidential or privileged information must be made following procedure RMP-002 3.0 Retrieving Records. Before the requested records can be provided to employees or the public, records management personnel must determine whether the person requesting the records has authority to access the information. If there are concerns about the access or disclosure, records management personnel may discuss these concerns with the appropriate Department Head or the Privacy Officer and have them approve the release of the information.
- 3.6 Restricted material should be returned in a sealed envelope or hand delivered to the Records Management Analyst, to maintain confidentiality of the records.

4.0 Contractor Security

- 4.1 Service providers must comply with the Corporation's Privacy, Records Management and IT Security policies and procedures. Contract administration templates include protection of information and are supported by a clause in the agreement signed by the contractor.
- 4.2 Contracts with services providers that have access to corporate information assets and systems will include provisions that require contractors to protect corporate operations from circumstances where the information assets or systems may be compromised.
- 4.3 Contracts with service providers will include provisions for destroying or returning all corporate information assets including hardware, system documentation and information assets upon termination of agreements and in accordance with contract provisions reflecting records retention and data management policy.
- 4.2 Where necessary the Corporation will establish that all information made available to the service provider is proprietary and under the control of the Corporation.

References

RM-001 Records Management Policy

Related Procedures


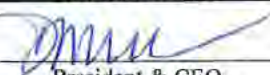
RMP-001 – Records Management Program Overview

RMP-002 – Capturing, Filing & Retrieving Records

RMP-003 – Transferring Records to the Records Centre

RMP-004 – Disposing of Records

Attachment 7:
Yukon Energy Corporation
Corporate Administrative Policy 003 -
Access to Information and Protection of Privacy Act Policy

	CORPORATE ADMINISTRATION POLICY CA-003	DEPARTMENT:	INQUIRIES TO:	TOPIC:
		All	Corporate Secretary	Access to Information & Protection of Privacy Act Policy
		ISSUED: June 2013	REVIEW DATE: May 2016	APPROVED BY:  President & CEO

Effective December 17, 2009, the Yukon Energy Corporation is subject to the territorial *Access to Information and Protection of Privacy Act* (ATIPP) by way of amendments to ATIPP and the approval of O.I.C. 2009/240. Yukon Energy Corporation is also subject to *the Personal Information Protection and Electronic Documents Act* (PIPEDA).

1.0 Purpose

- 1.1 The objective of this policy is to ensure that Yukon Energy Corporation responds to requests for the release of records and protects personal privacy in accordance with its legal obligations under Federal PIPEDA and Territorial ATIPP legislation including applicable regulations.

2.0 Scope and Application

This policy applies to all records in the custody or under the control of YEC, within the meaning of ATIPP and all personal information within the meaning of ATIPP and PIPEDA. This policy may impact records of Yukon Energy Corporation employees, officers, Board members, and records of third parties, such as contractors, consultants and suppliers.

3.0 Definitions

- 3.1 The use and/or definition of a term used in this policy shall be consistent with its definition within PIPEDA and/or ATIPP legislation. In the event of a conflict, the definition from the most applicable legislation will be applied.

4.0 Compliance

- 4.1 Employees who breach this policy may be subject to disciplinary action up to and including termination. Employees should also be aware of offences and penalties identified in Section 67(1) of ATIPP. Employees who have a good faith concern about actual, potential, or perceived breaches of this Policy should report their concerns to the ATIPP/PIPEDA Coordinator for Yukon Energy Corporation.

5.0 Conflict between ATIPP and PIPEDA

- 5.1 In the event of a conflict in application between PIPEDA and ATIPP with respect to the release of a record, the legislation providing the higher level of privacy protection will generally be applied, subject to legal requirements. (see also CS-004 Personal Information Privacy Policy for Customers).

6.0 Positions Responsible for ATIPP and PIPEDA within the Corporation

6.1 There is to be a designated ATIPP/PIPEDA Coordinator and Alternate Coordinator for Yukon Energy Corporation.

6.1.1 The Corporate Secretary will be the designated ATIPP and PIPEDA Coordinator.

6.1.2 The Alternate Coordinator will be that person as appointed by the CEO.

6.2 The Chief Executive Officer (CEO) for Yukon Energy Corporation has the ultimate authority within the Corporation for determining whether a record will be released under ATIPP and PIPEDA.

7.0 Procedures

7.1 The ATIPP/PIPEDA Coordinator is responsible for ensuring that proper procedures are followed when responding to ATIPP requests.

7.2 Fees will be charged for access requests, in accordance with ATIPP, PIPEDA and applicable regulations.

Related Policies

CS-004 Personal Information Privacy Policy for Customers

Attachment 8:
Yukon Energy Corporation
Customer Service Policy 004 -
Person Information Policy - Customers

 CUSTOMER SERVICE POLICY CS-004	DEPARTMENT:	INQUIRIES TO:	TOPIC:
	All	Chief Financial Officer	Personal Information Privacy - Customers
	ISSUED:	REVIEW DATE:	APPROVED BY:
	November 2018	October 2021	 Chief Financial Officer

1.0 Our Privacy Commitment

- 1.1 Yukon Energy Corporation is committed to maintaining the security, confidentiality and privacy of your personal information. As a public utility, Yukon Energy has always respected your privacy and has strived to be an open and accessible organization. This Privacy Policy documents our on-going commitment to you and has been developed in compliance with the federal *Personal Information Protection and Electronic Documents Act* (“*PIPEDA*”) which applies to the collection, use and disclosure of personal information by Yukon Energy. Yukon Energy is also subject to the privacy protection provisions of the *Yukon Access to Information and Protection of Privacy Act* (“*ATIPPA*”) except where those provisions conflict with Yukon Energy’s obligations under *PIPEDA*.

2.0 Scope

- 2.1 This Policy addresses personal information about individuals and does not apply to the information collected, used or disclosed with respect to corporate or commercial entities. However, such information is protected by other Yukon Energy policies and practices and through contractual arrangements. For a non-commercial customer “personal information” includes such information as billing records, service and equipment, customer’s credit information and any recorded complaints.
- 2.2 This Policy does not impose any limits on the collection, use or disclosure of the following information by Yukon Energy:
- your business contact information; and
 - publicly available information recognized under *PIPEDA*.

3.0 Definitions

Collection – the act of gathering, acquiring, or obtaining personal information from any source, including third parties, by any means.

Consent - the voluntary agreement to the collection, use and disclosure of personal information for specified purposes. Consent may be express or implied. Express consent can be given orally or in writing, it is unequivocal and does not require any inference on the part of Yukon Energy. Implied consent exists when Yukon Energy can reasonably infer consent based upon your action or inaction.

Disclosure – making personal information available to a third party.

Personal Information – information about an identifiable individual but does not include business contact information of an individual. Personal information does not include information that is about corporate or commercial entities. It also does not include information that cannot be associated with a specific individual. (e.g. aggregated data).

Third Party – an individual or organization other than Yukon Energy and you.

Use – the treatment and handling of personal information by and within Yukon Energy.

4.0 Accountability

- 4.1 Yukon Energy is accountable and responsible for personal information under its control. Yukon Energy has designated a Privacy Officer who is accountable for Yukon Energy's compliance with this Policy.
- 4.2 Ultimate accountability for Yukon Energy compliance rests with the Yukon Energy's Board of Directors who delegate day-to-day accountability to the Privacy Officer. Other individuals within Yukon Energy may be accountable for the day-to-day collection and processing of personal information or to act on behalf of the Privacy Officer.
- 4.3 Yukon Energy will adopt procedures to protect personal information, receive and respond to complaints and inquiries, train staff regarding policies and procedures and communicate policies and procedures to you, the customer.
- 4.4 Yukon Energy is also responsible for personal information in our control that has been transferred to a third party for processing. Yukon Energy will use contractual or other means to provide a comparable level of protection when a third party is processing your personal information, however such third parties may be located outside of Canada and, in such instances, access to the information is subject to the applicable laws of those jurisdictions.

5.0 Purposes

- 5.1 When collecting information, Yukon Energy will state the purpose of collection and will provide, on request, contact information for the Privacy Officer who can answer questions about the collection.
- 5.2 Yukon Energy collects your personal information and may use or disclose it for the following reasons:
 - to provide and administer services requested and to use/disclose the information for any purpose related to the operation of your account and the provision of requested services;
 - to bill accounts and maintain payment records (including arrangements for pre-authorized payments and payments through on-line banking);

- to document and administer customer communications, queries and authorizations (e.g. use of photographs or participation in optional initiatives described further below under paragraph 5.3);
- to provide information to third party service providers, such as account processors and administrators;
- to assess credit risk including by obtaining credit reports and undertaking employment checks;
- to document and address any service issues or complaints ; and to enhance service quality (e.g. by recording telephone calls regarding service issues or complaints in order to serve you better and for internal training)
- to provide information to credit bureaus and other utility providers to update credit information;
- to protect Yukon Energy, yourself and others from fraud, theft, error, dangerous use of electricity and to otherwise safeguard the financial and other interests of Yukon Energy;
- to authenticate your identity;
- to provide information to anyone working with or for Yukon Energy as needed for the operation of an account or the provision of requested services;
- to assist in law enforcement;
- to assist Yukon Energy with legal matters or proceedings, including preparation for same;
- to facilitate a potential merger, amalgamation, sale or financing of assets (or a part thereof) of Yukon Energy or any other corporate change or re-organization, provided parties are bound by appropriate obligations concerning the use and protection of the personal information;
- to address and respond to potential issues related to customer usage of critical, power-dependent, medical equipment during an outage;
- to collect debts owed to Yukon Energy; and
- to comply with legal and regulatory requirements and to act pursuant to legal and regulatory authorizations.

5.3 The above collections, uses and disclosures, which are not exhaustive, are a necessary part of your relationship with Yukon Energy. We also collect, use and disclose personal information that you voluntarily provide to us in connection with optional initiatives, programs and events (such as public meeting participation, surveys/questionnaires (and other feedback opportunities), discounts, rebates, contests, prize draws, applications to Yukon Energy for funding, information/notification programs (e.g. for scheduled power outages or efficient energy use), and comment/question opportunities on our website or on social media.

6.0 Consent

6.1 Yukon Energy will obtain your consent to collect, use or disclose personal information except where Yukon Energy is authorized or required by *PIPEDA* or other law to do so without consent. For example, Yukon Energy may collect, use or disclose personal information without your knowledge or consent where:

- Yukon Energy is collecting or paying a debt;
- Yukon Energy is obtaining legal advice; or
- Yukon Energy reasonably expects that obtaining consent would compromise an investigation of a breach of an agreement or contravention of a law.

6.2 Consent may be provided orally, in writing, electronically, through inaction (such as when you fail to notify Yukon Energy that you do not wish your personal information collected/used/disclosed for various purposes after you have received notice of those purposes) or otherwise. For example, oral consent could be expressed over the telephone when information is being collected; electronically when submitting an application or other information; or in writing when signing an application form.

6.3 You may withdraw consent at any time, subject to legal or contractual restrictions, provided that reasonable notice of withdrawal of consent is given to Yukon Energy. On receipt of notice of withdrawal of consent, Yukon Energy will inform you of the likely consequences of the withdrawal of consent, which may include the inability of Yukon Energy to provide certain products or services for which that information is necessary.

7.0 Limits on Collection of Personal Information

7.1 Yukon Energy will not collect information indiscriminately and will limit collection of information to that which is reasonable and necessary to provide a product or service and which is reasonable and necessary for the purposes consented to by you. Yukon Energy will also collect information as authorized by *PIPEDA* or other law.

8.0 Limits for Using, Disclosing and Retaining Personal Information

8.1 Your personal information will only be used or disclosed for the purposes set out above, for purposes consented to by you and as authorized by *PIPEDA* and other law.

8.2 Where Personal Information is used to make a decision affecting a customer, that information will be retained long enough (at least one year) to allow the individual access to the information after the decision has been made and, in the event of an access request or a challenge, long enough to exhaust any recourse an individual may have under the law.

8.3 Yukon Energy will destroy, erase or make anonymous documents or other records containing personal information as soon as it is reasonable to assume that the original purpose is no longer being served by retention of the information and retention is no longer necessary for legal or business purposes.

8.4 Yukon Energy will take due care when destroying personal information so as to prevent unauthorized access to the information.

9.0 Accuracy

- 9.1 Yukon Energy will make a reasonable effort to ensure that personal information it is using or disclosing is accurate and complete. In some cases, Yukon Energy relies on you to ensure that certain information, such as your address or telephone number, is current, complete and accurate.
- 9.2 If you demonstrate the inaccuracy or incompleteness of personal information, Yukon Energy will amend the information as required. If appropriate, Yukon Energy will send the amended information to third parties to whom the information has been disclosed.
- 9.3 When a challenge regarding the accuracy of personal information is not resolved to your satisfaction, Yukon Energy will annotate the personal information under its control with a note that the correction was requested but not made.

10.0 Safeguarding Personal Information

- 10.1 Yukon Energy protects the personal information in its custody or control by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal or similar risks.
- 10.2 Yukon Energy will take reasonable steps, through contractual or other reasonable means, to ensure that a comparable level of personal information protection is implemented by the third parties who assist in providing services to you. Some specific safeguards include:
- physical measures such as locked filing cabinets;
 - organizational measures such as restricting employee access to files and databases as appropriate;
 - electronic measures such as passwords and firewalls;
 - investigative measures where Yukon Energy has reasonable grounds to believe that personal information is being inappropriately collected, used or disclosed.
- 10.3 Confidentiality and security are not assured when information is transmitted through e-mail or other wireless communication. Yukon Energy will not be responsible for any loss or damage suffered as a result of a breach of security and/or confidentiality when you transmit information to Yukon Energy by e-mail or other wireless communication or when Yukon Energy transmits such information by such means at your request.

11.0 Openness

- 11.1 Yukon Energy is open about the policies and procedures it uses to protect your personal information. Information about these policies and procedures will be made available in writing and electronically. However, to ensure the integrity of our security procedures and business methods, Yukon Energy will not disclose sensitive information about its policies and procedures.

- 11.2 Yukon Energy will make available a description of the type of personal information held by Yukon Energy, and a general description of its use and disclosure.

12.0 Providing Access

- 12.1 You have a right to access your personal information held by Yukon Energy.
- 12.2 Your information, such as copies of account statements, account applications and service records will be provided upon request and authentication of identity.
- 12.3 Upon written request and authentication of identity, Yukon Energy will provide you with your other personal information under its control, information about the ways in which that information is being used and a description of the individuals and organizations to whom that information has been disclosed.
- 12.4 A reasonable fee may be charged by Yukon Energy for access to your personal information.
- 12.5 Yukon Energy will generally make the information available within 30 days or provide written notice where additional time is required to fulfill the request.
- 12.6 In some situations, Yukon Energy may not be able to provide access to certain personal information. This may be the case where, for example, disclosure would reveal personal information about another individual, the personal information is protected by solicitor/client privilege, the information was collected for the purposes of an investigation or where disclosure of the information would reveal confidential commercial information. Yukon Energy may also be prevented by law from providing access to certain personal information.
- 12.7 Where an access request is refused, Yukon Energy will notify you in writing, document the reasons for refusal and outline further steps which are available to you.

13.0 Compliance

- 13.1 Yukon Energy will, on request, provide information regarding its complaint procedures.
- 13.2 Any inquiries, complaints or questions regarding this Policy should be directed in writing to the Yukon Energy Privacy Officer.

Contact Information:

Yukon Energy Corporation
Attention: Privacy Officer
#2 Miles Canyon Road, P.O. Box 5920
Whitehorse, Yukon Y1A 6S7
Phone: (867) 393-5300
Fax: (867) 393-5323
E-mail: privacy.officer@yec.yk.ca

Attachment 9:
Description of Personal Information Collected
(for section 1.1.5 of the PIA)

Data element	Collected (Y/N)	Number of employees who have access (1-5; 6-10; 11-20; or 20 +)	Routine disclosures outside your program (list other programs or organizations)
Category: Identification and Contact information			
Name	Y	6 to 10	The Yukon Electrical Company Limited
Alias			
Address	Y	6 to 10	The Yukon Electrical Company Limited
Residency	Y	6 to 10	The Yukon Electrical Company Limited
Home Phone	Y	6 to 10	The Yukon Electrical Company Limited
Gender			
Cellphone	Y	6 to 10	The Yukon Electrical Company Limited
E-mail Address	Y	6 to 10	The Yukon Electrical Company Limited
Username	Y	6 to 10	The Yukon Electrical Company Limited
Password	Y	6 to 10	The Yukon Electrical Company Limited
Nationality			
Place of Birth			
Age			
Date of Birth			
Unique identification number			
Signature (electronic or physical)			
Marital Status			
Number of Dependents			
Other data: (please specify)			
Category: Physical Characteristics			
Skin Colour			
Eye Colour			
Hair Colour			
Height			
Weight			
Scars			
Fingerprint			
Blood Type			
Photograph			
Video Image			

Other data: (please specify)			
Category: Employment Information			
Employer Name			
Occupation / Position			
Work Address			
Work E-mail			
Work Phone Number			
Employment References			
Information generated during Recruitment or Selection			
Experience / Job Training			
Other data: (please specify)			
Category: Education Information			
Academic History / Status			
Degrees			
Professional Licenses			
Certificates			
Awards			
Grades			
Other data: (please specify)			
Category: Financial Information			
Real Estate			
Tax Information			
Credit History			
Income			
Expenditures / Liabilities			
Bank Accounts	Y, only if customer requests automatic bank withdrawal bill payments	6 to 10	The Yukon Electrical Company Limited
Credit or Debit Card Numbers			
Expiration Dates			
Magnetic Stripe Data			
PINs or Security Codes			
Insurance Information			
Legal Status (judgments, injunctions, proceedings)			
Other data: (please specify)			
Category: Health Information			
Health care status or history			
Test results, medical images			
Medications			
Diagnosis			
Disability			
Category: Unique Identifiers			
Social Insurance Number (SIN)			

Yukon Health Insurance Number (YHIN)			
Employee ID			
Driver's Licence Number			
Other data: (please specify)			
Category: Sensitive Data			
Religious Views			
Philosophical Beliefs			
Political Views			
Union membership			
Health Information			
Genetic Information			
Data on Sexual Life / Preferences			
Ethnicity or Racial Background			
Criminal History			
Information about vulnerable person (Children, Victim Services, Harassment files, etc ...)			
Other data: (please specify)			

Personal Information Map (Inventory)

Responses must be submitted to your department's privacy officer for review and to the ATIPP office for publishing.

Accountability				Personal Information Holdings										
Program Name	Public Body / Custodian	Information Owner	Name of information system used (if any)	List categories of information collected	Purpose for collection and use	# of employees that have access	Audit Log? (Y/N)	Can audit log capture: User ID, date and time PI viewed? (Y/N)	Approved Records Retention and Disposition Schedule (Y/N)	Routine disclosure outside of your department (Y/N)	List authority to disclose	List categories of information disclosed	List agreements in place	Database Geographic Location
MyAccount customer portal	Yukon Energy Corporation	Privacy Officer	Yukon Energy Corp MyAccount	Identification & Contact and Financial	Customer service	6-10	N	N	Y	Yes to Yukon Electrical Corporation Limited (ATCO) through the Yukon Energy billing system	ATIPP Act s. 36(b) and (c)	Identification & Contact and Financial	Contract between Yukon Electrical Corporation and Yukon Energy Limited	Oracle Cloud - Toronto